

**CITY OF STURGEON BAY  
FINANCE/PURCHASING & BUILDING COMMITTEE  
Tuesday, November 8, 2016  
Council Chambers, City Hall - 421 Michigan Street  
Immediately following the Special Common Council Meeting  
which begins at 4:00pm**

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Price of Residential Lots in Sunset Hill #2
4. Consideration of: Approve Transfer of Ownership of Sturgeon Bay Fire Department Radio Repeater to the County of Door.
5. Consideration of: Replacement/Bids of Sturgeon Bay Fire Department Truck #2 (Aerial)
6. Convene in closed session in accordance with the following exemptions:

Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Wis. Stats. 19.85(1)(e)

- a. Consideration of: Contracted Fire Protection Services.
- b. Consideration of: Sale of City Property in Sunset Hills Subdivision #2.
- c. Consideration of: Sale of City Property on Sycamore Street.

Move to reconvene in open session to take formal action upon preceding subject of closed session, if appropriate; or to conduct discussion or give further consideration where the subject is not appropriate for closed session consideration.

7. Review of unfinished business list.
8. Review bills.
9. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Notice is hereby given that a majority of the Common Council may be present at this meeting to gather information about a subject over which they have decision-making responsibility. If a quorum of the Common Council does attend, this may constitute a meeting of the Common Council and is noticed as such, although the Common Council will not take any formal action at this meeting.

Posted:  
Date: 11/4/16  
Time: 2:30p.m  
By: TM

Finance /Purchasing & Building Committee Members:  
Stewart Fett, Chair  
Jerry Stults, Vice Chair  
David Ward.

**EXECUTIVE SUMMARY**  
Price of Residential Lots in Sunset Hill #2

**Background:** The City created Tax Increment Finance District (TID) #3 in 2008. This TID was designed to move an industrial-use property into the Industrial Park, and to redevelop the parcel into a residential use. Sunset Hill #2 Subdivision was created in part of TID #3. There is a development agreement with Shawn Aalsma and Russ Van Rite (builders from the Green Bay area) that gives them exclusive right to build homes on the lots. However, the original developers have given us permission to seek other developers or individuals who may want to build a home on the remaining 5 lots.

**Price Per Lot:** When the City began this redevelopment effort, we sold the lots at \$20,000 each with a \$5,000 down-payment forgivable loan to buyers. As a part of the development contract, the City would hold the title to the parcel until the home was sold; this allowed no holding costs to the developer.

Due in part to the depressed values of homes and residential lots, the developers are no longer interested in constructing more homes under those parameters. Staff has been speaking with a local real estate professional, who believes that we are asking too much for the lots. They believe that the price per lot should be \$12,000 - \$16,000, with the \$5,000 down-payment forgivable loan.

**Fiscal Impact:** The City has already invested in the public infrastructure amenities that came along with the creation of the TID (i.e. N 6<sup>th</sup> PI was built, sewer and water laterals installed, surveying has been completed). There are no more expenditures within the TID, and the TID is performing well under the current situation.

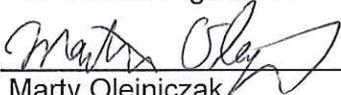
**Staff Recommendation:** Staff wishes to see this project completed. We also believe that the current cost per lot is too high in comparison to other vacant lots in the City.

**Finance Committee Options:** The Finance Committee has the following options:

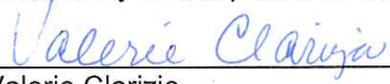
- 1) Recommend to Council to reduce the price per lot to \$14,000
- 2) Recommend to Council to retain the \$20,000 price per lot

Prepared by:   
Ryan Kernosky  
Planner/Zoning Admin

11/3/16  
Date

Reviewed by:   
Marty Olejniczak  
Community Development Director

11-3-16  
Date

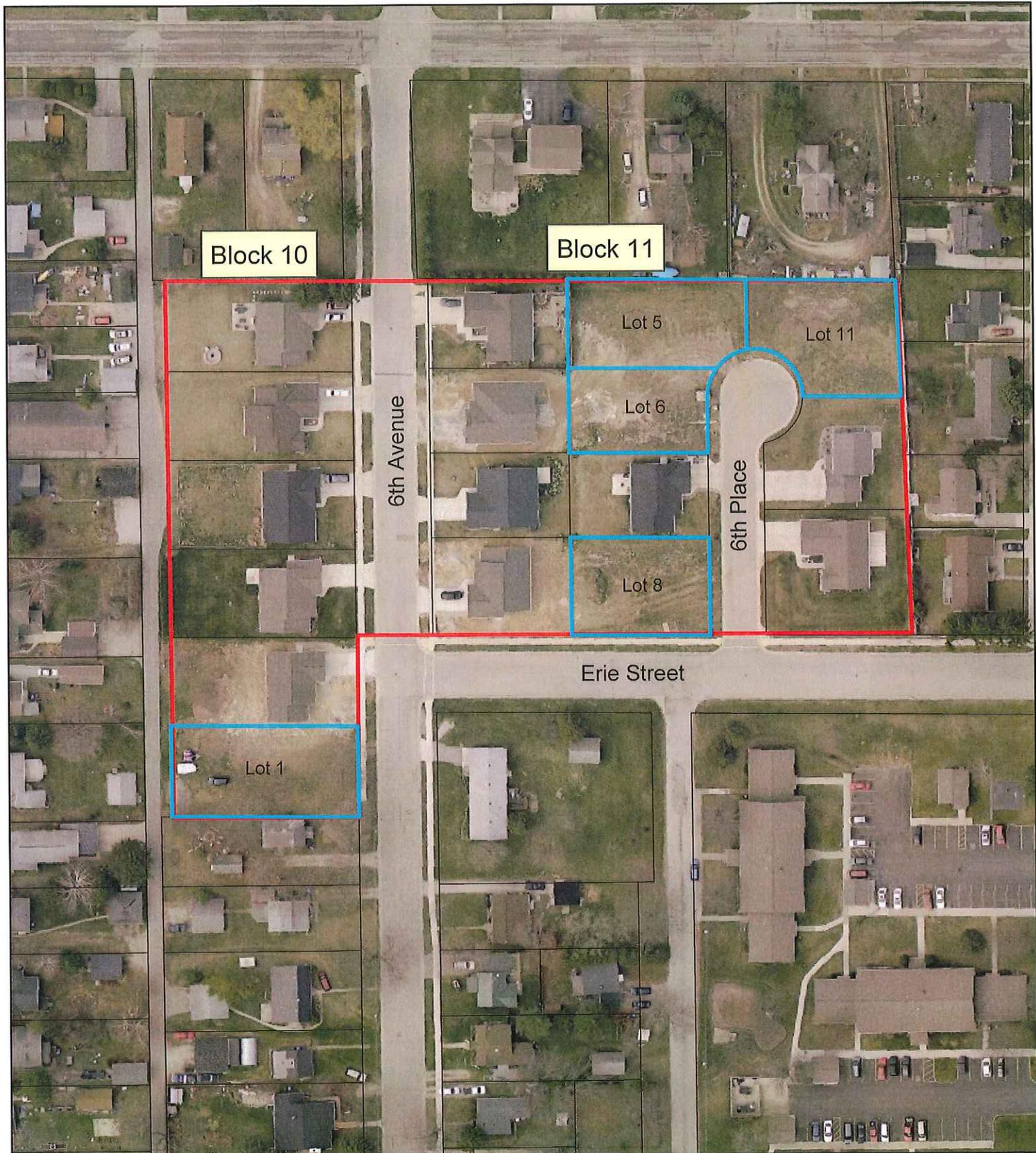
Reviewed by:   
Valerie Clarizio  
Finance Director

11/3/16  
Date

Reviewed by:   
Josh Van Lieshout  
City Administrator

11/3/16  
Date

# Sunset Hill #2 - Available Lots



October 20, 2016

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EXECUTIVE SUMMARY

TITLE: Convey Sturgeon Bay Fire Department Radio Repeater to the County of Door

BACKGROUND: Sturgeon Bay Fire Department has operated their own radio frequency which also required its own repeater. In past, other fire departments within the county have also operated their own frequency and repeater. During past radio upgrades, the County has accepted ownership of the fire department repeaters and taken on the full maintenance but only took ownership of new repeaters. The Sturgeon Bay Fire Dept. purchased the repeater in 2015 at a cost of \$9,133. Sturgeon Bay Fire Department will continue to remain on our own frequency and the County shall agree to not consolidate frequencies unless agreed upon by both the County and Sturgeon Bay Fire Department.

A primary goal within the county has been to provide constant, secure, reliable public safety communication. Currently, Sturgeon Bay Fire maintains the repeater and replaces it as required. Sturgeon Bay Fire currently does not have any type of backup power supply and would need to pay approximately \$6,700 to provide the required backup power if we decide to keep our repeater.

RECOMMENDATION:

Recommend to the Common Council to transfer ownership and full maintenance liability of the City's repeater to the County of Door.

PREPARED BY: [Signature] Tim Dietman Fire Chief Date 11/3/2016

REVIEWED BY: [Signature] Valerie Clarizio Finance Director/City Treasurer Date 11/3/16

APPROVED BY: [Signature] Josh VanLieshout City Administrator Date 11/3/16

EXECUTIVE SUMMARY

TITLE: Replacement/Bids of Sturgeon Bay Fire Dept. Truck #2 (Aerial)

BACKGROUND: Request for bids to replace Truck #2, a 1987 Pierce 105' Aerial was advertised in accordance with the City of Sturgeon Bay Purchasing Policy. Four (4) bids were sent out with one (1) being returned. The bid specifications included a custom 100' rear mount platform aerial with a 2000gpm pump and 400 gallon tank and some of the equipment to make the unit ready for service.

Utilizing a pre-pay option offered by the bidder will create a \$7,349.00 savings on the truck itself which could then be used to install upgraded equipment on the truck and inspection trips to the factory.

The Fire Department is looking to use the proceeds from the sale of the current unit to outfit the unit with a radio, hose, tools, and other required make-ready equipment which will be installed either in house or contracted locally. Funds expended on the truck and equipment will not exceed the net budgeted amount of \$960,000.00

BIDS RECIEVED:

<b>FERRARA FIRE APPARATUS:</b>	<b>\$979,856.00</b>
Meets all specifications	
Accept Option #5, Stainless piping	<u>\$3,612.00</u>
Total	<b>\$983,468.00</b>
<b>Pre-Pay discount</b>	<b>\$7,349.00</b>
PRE-PAY OPTION 50%	(\$488,059.50)
Balance Upon delivery	<b>\$488,059.50</b>

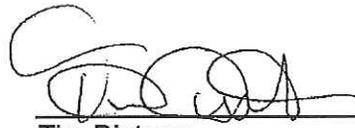
TOTAL BUILD TIME: within 330 days from bid acceptance

Bid received meets the specifications and is within budget.

FISCAL IMPACT: \$980,000.00 was included in the Fire Department's 2017 Capital Budget for this vehicle, as well as a \$20,000.00 trade in value for a net budget amount of \$960,000.00.

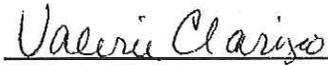
RECOMMENDATION: Accept the Bid from FERRARA FIRE APPARATUS with option 5 in the amount of \$983,468.00 and declare the 1987 Pierce 105' aerial w/1500 gpm pump surplus, and allow the use of the sale proceeds to be used to purchase a radio, hose, tools and other required equipment to outfit the new unit in an amount not to exceed the net amount of \$960,000.00 as allocated in the 2017 capital budget.

PREPARED BY:

  
\_\_\_\_\_  
Tim Dietman  
Fire Chief

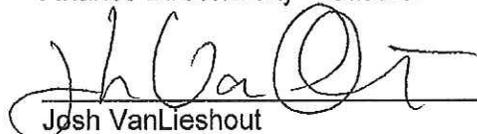
11/3/2016  
Date

REVIEWED BY:

  
\_\_\_\_\_  
Valerie Clarizio  
Finance Director/City Treasurer

11/3/16  
Date

APPROVED BY:

  
\_\_\_\_\_  
Josh VanLieshout  
City Administrator

11/3/16  
Date

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**FINANCE/PURCHASING & BUILDING COMMITTEE UNFINISHED BUSINESS**  
**November 8, 2016**

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INVOICES DUE ON/BEFORE 11/15/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
GENERAL FUND				
LIABILITIES				
02214	BAY SHIPBUILDING	PUBLIC HRING -BAYSHIP	01-000-000-23168	50.00
COUNTRY	CVF MAPLE LLC	10.29.16 FOOD SHARE-COUNTRY	01-000-000-21595	15.00
R0000680	RAIBROOK FOUNDATION, INC	REIMB UNUSED GRNT FNDS-PARTITI	01-000-000-48503	981.84
R0000984	CHARLES BORDEAU	10.29.16 FOOD SHARE-BORDEAU	01-000-000-21595	34.00
R0000985	SULLYS THUMBS UP PRODUCE	10.29.16 FOOD SHARE-SULLY	01-000-000-21595	18.00
R0000991	SPERBER FARMS	10.22.16 FOOD SHARE-SPERBER	01-000-000-21595	23.00
R0001001	RENARDS CHEESE	10.29.16 FOOD SHARE-RENARD	01-000-000-21595	17.00
R0001356	FALL 50	SUNSET-FALL 50	01-000-000-23162	50.00
R0001437	MASER DC 1,LLC	PUBL HRING DEP REFUND	01-000-000-23168	50.00
THORP	PAT THORP	10.29.16 MARKET-THORP	01-000-000-21595	2.00
TOTAL LIABILITIES				1,240.84
TOTAL GENERAL FUND				1,240.84

CITY CLERK-TREASURER

R0001436	ERIK HAYES	SUBPOENA FEE- E HAYES	01-115-000-56350	16.80
R0001436		MILEAGE E HAYES	01-115-000-56350	44.85
TOTAL				61.65
TOTAL CITY CLERK-TREASURER				61.65

CITY ASSESSOR

ASSO APP	ASSOCIATED APPRAISAL	11/15/16 CONTRACT	01-130-000-55010	1,245.83
TOTAL				1,245.83
TOTAL CITY ASSESSOR				1,245.83

MUNICIPAL SERVICES ADMIN.

SHEFCHIK	RICK SHEFCHIK	MEAL EXP/SHEFCHIK	01-145-000-55600	5.64
TOTAL				5.64
TOTAL MUNICIPAL SERVICES ADMIN.				5.64

CITY HALL

05500	ENERGY CONTROL AND DESIGN INC	BOILER & PUMP MAINT	01-160-000-58999	195.04
WARNER	WARNER-WEXEL WHOLESALE &	CAN LINERS	01-160-000-55300	26.08
WARNER		PAPER PRODUCTS	01-160-000-55300	49.09
WARNER		PAPER PRODUCTS	01-160-000-55300	35.18
TOTAL				305.39
TOTAL CITY HALL				305.39

INVOICES DUE ON/BEFORE 11/15/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
<b>GENERAL FUND</b>				
<b>INSURANCE</b>				
MCCLONE	MCCLONE AGENCY, INC	12/16 WORK COMP	01-165-000-58750	24,254.00
MCCLONE		12/16 GEN LIAB	01-165-000-56400	3,016.00
MCCLONE		12/16 POLICE LIAB	01-165-000-57150	1,138.00
MCCLONE		12/16 PUBLIC OFFL	01-165-000-57400	1,145.00
MCCLONE		12/16 AUTO LIAB	01-165-000-55200	1,751.00
MCCLONE		AUTO PHY DAMAGE	01-165-000-55200	1,404.00
MUN PROP	MUNICIPAL PROPERTY INSURANCE	911 N 14TH AVE ADDITION	01-165-000-57350	194.00
TOTAL				32,902.00
TOTAL INSURANCE				32,902.00
 <b>GENERAL EXPENDITURES</b>				
O'REILLY	O'REILLY AUTO PARTS	BRAKES-FORD 500	01-199-000-55605	474.41
O'REILLY		CREDIT RETURN	01-199-000-55605	-60.00
TOTAL				414.41
TOTAL GENERAL EXPENDITURES				414.41
 <b>POLICE DEPARTMENT</b>				
04150	DE JARDIN CLEANERS LLC	UNIFORM MAINT-BRINKMAN	01-200-000-56800	64.75
04575	DOOR COUNTY HARDWARE	CONTACT PAPER	01-200-000-51950	4.49
FRED	FRED PRYOR SEMINARS	DIFF PEOPLE SEMINAR-OLSON	01-200-000-55600	79.00
FRED		DIFF PEOPLE SEMINAR-JEANQUART	01-200-000-55600	79.00
TOTAL				227.24
TOTAL POLICE DEPARTMENT				227.24
 <b>POLICE DEPARTMENT/PATROL</b>				
01766	AURORA MEDICAL GROUP	T HAACK	01-215-000-57100	8.00
03075	CARQUEST OF DOOR COUNTY	NEW BATTERY SQD 60	01-215-000-58600	111.83
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	#40 MAINTENANCE	01-215-000-58600	286.45
JIM FORD		2015 FORD EXP MAINTENANCE	01-215-000-58600	24.95
JIM FORD		2016 FORD EXP MAINTENANCE	01-215-000-58600	24.95
JIM FORD		#60 MAINTENANCE	01-215-000-58600	24.95
JIM FORD		WHITE EXP MAINTENANCE	01-215-000-58600	274.62
TOTAL				755.75
TOTAL POLICE DEPARTMENT/PATROL				755.75
 <b>FIRE DEPARTMENT</b>				
02005	BAY ELECTRONICS, INC.	WARNING SIREN REPAIR	01-250-000-56250	3,690.00
PORT	WEST MARINE PRO	BOAT STEERING REPAIR 23 FT	01-250-000-53000	138.94
WARNER	WARNER-WEXEL WHOLESALE &	PAPER TOWEL & LAUNDRY DETERGNT	01-250-000-54999	93.20
TOTAL				3,922.14

INVOICES DUE ON/BEFORE 11/15/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
TOTAL FIRE DEPARTMENT				3,922.14
STREET SWEEPING				
02844	BRUCE MUNICIPAL EQUIPMENT INC	STREET SWEEPER PARTS	01-330-000-51400	165.64
TOTAL				165.64
TOTAL STREET SWEEPING				165.64
ROADWAYS/STREETS				
06012	FASTENAL COMPANY	CLAMP REPAIR	01-400-000-51400	80.00
14826	NORTHEAST ASPHALT, INC.	COMM GRADE	01-400-000-52200	1,088.98
14826		COLD MIX	01-400-000-52200	518.99
TOTAL				1,687.97
TOTAL ROADWAYS/STREETS				1,687.97
STREET MACHINERY				
19240	SERVICE MOTOR CO	BACKHOE SEAT SWITCH	01-450-000-53000	77.56
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	AIR CONTROL KNOB	01-450-000-53000	173.88
TOTAL				251.44
TOTAL STREET MACHINERY				251.44
HIGHWAYS - GENERAL				
19880	STURGEON BAY UTILITIES	OLD HWY RD SIGN	01-499-000-58000	11.40
DELCHAMB	TOM DELCHAMBRE	WORK BOOT RE IMB/DELCHAMBRE	01-499-000-56800	100.00
TOTAL				111.40
TOTAL HIGHWAYS - GENERAL				111.40
PARKS AND PLAYGROUNDS				
04603	HALRON LUBRICANTS INC	HYDRAULIC FLUID-TRACTOR	01-510-000-53000	36.99
13150	MASTERCRAFT WELDING SYSTEM	DOOR KICK GUARDS	01-510-000-51800	28.45
TOTAL				65.44
TOTAL PARKS AND PLAYGROUNDS				65.44
WATERFRONT PARKS & WALKWAYS				

INVOICES DUE ON/BEFORE 11/15/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
GENERAL FUND				
19860	STURGEON BAY SAND & GRAVEL	BEACH STONE-CENTERPOINT	01-570-000-51750	29.07
		TOTAL		29.07
		TOTAL WATERFRONT PARKS & WALKWAYS		29.07
COMMUNITY & ECONOMIC DEVLPMT				
04549	DOOR COUNTY ECONOMIC DEVELOPME	4TH QTR ADMIN OF PROGRAMS	01-900-000-55850	6,250.00
04549		4TH QTR DCEDC COMMIT	01-900-000-55750	5,092.50
		TOTAL		11,342.50
		TOTAL COMMUNITY & ECONOMIC DEVLPMT		11,342.50
		TOTAL GENERAL FUND		54,734.35
CAPITAL FUND				
FIRE DEPARTMENT				
EXPENSE				
CUSTOMFA	CUSTOM FAB & BODY, LLC	DECK GUN & ASSOC	10-250-000-59060	4,843.50
		TOTAL EXPENSE		4,843.50
		TOTAL FIRE DEPARTMENT		4,843.50
		TOTAL CAPITAL FUND		4,843.50
CABLE TV				
CABLE TV / GENERAL				
CABLE TV / GENERAL				
03159	CHARTER COMMUNICATIONS	10/16 CB MUSIC	21-000-000-58999	179.43
		TOTAL CABLE TV / GENERAL		179.43
		TOTAL CABLE TV / GENERAL		179.43
		TOTAL CABLE TV		179.43
TID #4 DISTRICT				
TID #4 DISTRICT				
19880	STURGEON BAY UTILITIES	LARCH UNDERGRD CONVERSION	28-340-000-59095	10,894.87
19880		TRANSPORTATION	28-340-000-59095	1,801.25
19880		MATERIALS	28-340-000-59095	26,181.38
		TOTAL		38,877.50
		TOTAL TID #4 DISTRICT		38,877.50
		TOTAL TID #4 DISTRICT		38,877.50

DATE: 11/04/2016  
TIME: 13:44:48  
ID: AP443000.CST

CITY OF STURGEON BAY  
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 11/15/2016

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE
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SOLID WASTE ENTERPRISE				
SOLID WASTE ENTERPRISE FUND				
SOLID WASTE ENTERPRISE FUND				
04545	DOOR COUNTY COOPERATIVE	HAND TOOLS-GARBAGE TRUCK	60-000-000-54999	37.78
CERTIFIE	FLUID SYSTEM COMPONENTS,INC	GARBAGE TRUCK JOY STICK	60-000-000-53000	400.00
TOTAL SOLID WASTE ENTERPRISE FUND				437.78
TOTAL SOLID WASTE ENTERPRISE FUND				437.78
TOTAL SOLID WASTE ENTERPRISE				437.78
TOTAL ALL FUNDS				99,072.56

**MANUAL CHECKS**

BP AMOCO \$162.73  
10/28/16  
Check # 80403  
Statement Charges  
01-215-000-51650

CUSTOM FAB & BODY, LLC \$171,595.00  
11/2/16  
Check #80463  
New Tender #3  
10-250-000-59060

DELTA DENTAL \$5,188.80  
11/04/16  
Check #80464  
November Dental Insurance  
Various Departmental Accounts

NETWORK HEALTH \$95,795.39  
11/04/2016  
Check # 80464  
November Health Insurance and  
Millennium Premiums  
Various Departmental Accounts

**TOTAL MANUAL CHECKS \$272,741.92**

